

Coastal Development Permit

Please see the Community Development Department [home](#) page for the fee schedule.

[Application Form](#)

[Project Worksheet](#)

You will need this form in addition to the application form.

Coastal Development Permits

Overview

The Coastal Act of 1976 established detailed policies for land use within the Coastal zone, and charged local governments with the responsibility to incorporate these policies into their planning and zoning regulations.

Generally, the Coastal Act set forth regulations, which require the city to process Coastal Development Permits for all proposed developments in the Coastal Zone. The Coastal Act as well as the City's local coastal Plan provide for exemptions and exclusions for certain types of projects. A planner can help you determine if your project qualifies for an exemption, and if not, how to begin the permit process.

How to Apply

Application materials are available at the Community Development Department, Third floor, City Hall. The department staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the materials to the department for processing.

The Application Review Process

Step 1: Application Acceptance/Department Review

Once your application has been accepted and fees collected, the department staff will perform a preliminary review of the application to determine if the application is complete. The Review will focus on the request in order to accurately describe your project in the public notice and to the decision maker. Should your application be found incomplete, you will receive a notice indicating what items must be submitted before processing can continue.

Step 2: Referrals

Once the application has been found complete, the assigned planner will send copies of your application materials to any other city department or public agency having interest in your project. Each agency or department is given a maximum time period in which to respond. If a response is not received within the requirements of the department or agency concerned.

Step 3: Staff Review and Reporting

Once all agency comments have been received and a site visit performed, staff will

conduct an environmental review as mandated by State Law. In addition, staff will prepare a written report to the decision maker addressing findings that establish that the project

1. does not cause serious public health, safety or welfare problems;
2. will not adversely impact coastal resources; and
3. will comply with the policies of the City's Local coastal Program. Staff's report, a copy of which will be sent to you, will address these findings and will present staff's recommendations.

Step 4: Public Notice and Hearing

A notice of public hearing will be sent to all property owners and residents within 100 feet of your property. The notice will state the date, time, and place for the public hearing.

The director of Community Development and the City Council has the power to approve, approve with conditions or deny your Coastal Development Permit. Staff will schedule a hearing before either one of these decision makers. The director or council will take into account all comments from you, City staff, and the public before making their decision.

Step 5: Appeals

The applicant or any interested person can appeal decisions of the Director of Community Development to the City Council, provided that the appeal is filed with the City Clerk within 10 calendar days of the decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied with the required fees (check with the Community development Department or City Clerk for information regarding fees or the appeal process).

Unless the project is in a "State appeal area," the Council's decision will be final. Check with a department planner to determine if your project can be appealed to the State Coastal Commission.

If the development is within a "State appeal area" the City will inform you if your project is appealed. If appealed, the matter will be set for public hearing before the California Coastal Commission. The State staff will determine the time and location of the hearing. For more information on Coastal Permits or for the status of appealed permits, please contact the State Coastal Commission at (707) 445-7833.

Expiration of Permits

Once your Coastal Development Permit is effective, you have one year to obtain your building permit and to commence with construction. If you believe that you will not be able to start construction prior to the Coastal Development Permit expiring, you may request a one time one year extension of your permit. Please note that applications for extensions must be submitted before the expiration date, and may be granted only when the circumstances and conditions of the original approval have not changed.

How to Get Help

If you are having difficulties preparing your application, call or visit the Community

Development Department and discuss your project with the department staff. If you are still confused over the application procedure, you may wish to hire a consultant; such as an engineer, land surveyor, or professional planner. A listing of qualified professionals is available in the yellow pages of the phone directory.